

**STATE OF NEVADA**  
**BOARD OF PSYCHOLOGICAL EXAMINERS**

4600 Kietzke Lane, Bldg E-141 ♦ Reno, NV 89502 ♦ (775)688-1268  
(775)688-1272 Fax ♦ nbop@govmail.state.nv.us

**INFORMATION/INSTRUCTIONS FOR**  
**APPLICATION FOR PSYCHOLOGICAL ASSISTANT STATUS**

**APPLICATION REQUIREMENTS**

1. **APPLICATION.** The application and all other required materials must be completed, signed, notarized, and received by the Board before the application will be processed.
2. **COMPLETED COURSEWORK.** Applicants from non-APA programs must list all coursework completed to meet requirements of NAC 641.151. Official course descriptions are required for non-APA approved programs.
3. **APPLICANT MUST BE A U.S. CITIZEN OR MUST BE LAWFULLY ENTITLED TO REMAIN AND WORK IN THE UNITED STATES.** Naturalized citizens must forward a copy of their naturalization certificate. Aliens must submit a copy of documentation from the United States Immigration and Naturalization Service evidencing the lawful entitlement of the applicant to remain and work in the United States.
4. **PRE- AND POST- DOCTORAL SUMMARIES OF SUPERVISED EXPERIENCE.** Applicant must complete and forward the forms to their primary supervisors.
5. **VERIFICATION OF SUPERVISED EXPERIENCE FORMS.** The applicant should:
  - a) Make a copy of the Verification of Supervised Experience form for each primary supervisor verifying any portion of the required hours of experience;
  - b) Type or print both the supervisor's and applicant's names and addresses where indicated;
  - c) Send a form **DIRECTLY** to each supervisor for return to the Board's office by the specified deadline; and
  - d) If appropriate, send cover letters reminding supervisors of the approximate dates, hours, and locations of the supervised experience.
6. **CHARACTER REFERENCE FORMS.** Make a copy of the character reference form for each of the three (3) required character references. Send one form to each reference for return directly to the office of the Board. **Please note:** The Board will not accept character reference forms from individuals who also report as primary supervisors.
7. **PHOTOGRAPHS.** Two high quality passport size head shots, in either color or black/white must accompany each application. One photograph should be affixed to the application and the other should be loose (with name printed on the back).
8. **FEES:**
  - a) A check for \$100.00 (non-refundable) must accompany the completed application;
  - b) Following approval of your psychological assistant status a \$250.00 fee is required.
9. **TRANSCRIPTS.** Official transcripts documenting all relevant graduate work must be sent by each institution directly to the Board at the above address. If a graduate transcript does not indicate the award date of an undergraduate degree, an official undergraduate transcript is also required.

10. **EMPLOYMENT AGREEMENT.** Submit a written employment agreement between the psychological assistant and his employing supervisor or agency for Board approval. The agreement should ensure that the psychological assistant will be functioning in accordance with NAC 641.151-641, 161.
11. **SUPERVISOR QUALIFICATION FORM.** Have your supervisor complete the Psychological Assistant Supervision Qualification form for submission to the Board with your application. Supervisor qualifications can be reviewed at NAC 641.1563.

## **WHAT TO EXPECT**

1. **COMMUNICATION WITH THE BOARD.** A letter of acknowledgment will be sent shortly after your application is received by the Board. Applicants will be notified by mail that either a file is complete or that specific documents are missing.  
  
As the Board cannot acknowledge receipt of individual items, those wishing receipt confirmation should send documents **CERTIFIED MAIL, RETURN RECEIPT REQUESTED.**  
  
If an applicant is found to have less than the required hours of experience, the application will be deferred, pending completion (or documentation) of the remaining experience. Applicants who are deferred must notify the Board in writing when additional supervisors have been asked to verify experience.
2. **WHEN TO APPLY:** An application may be filed at any time after the applicant meets the requirements of NAC 641.151. The application approval process may take at least 90 days once all application materials are received by the Board.
3. **POST DOCTORAL EXPERIENCE FOR LICENSURE.** Psychological Assistants intending to accrue hours of postdoctoral supervised experience to meet licensure requirements should also review NAC 641.080.